

**Matt Blunt**  
Governor



**Larry W. Schepker**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oa.mo.gov/acct>  
**E-MAIL:** [acctmail@oa.mo.gov](mailto:acctmail@oa.mo.gov)

**Thomas J. Sadowski**  
Director

## **MEMORANDUM**

**TO:** State Agency Payroll and HR Officers

**FROM:** Vandee DeVore, Assistant Director

**DATE:** July 21, 2008

**RE:** Missouri Voluntary Life Insurance Commission—Open Enrollment

MoVLIC representatives will be contacting you to schedule meetings covering State-sponsored Universal Life and a Long-term Care rider for both new hires and existing employees at your facilities during work hours. This open enrollment period (August 15 thru October 31) offers the policy to employees working at least 20 hours per week and who have been employed for at least 90 days. There are no medical questions required during this open enrollment.

We encourage you to work with MoVLIC representatives in scheduling these meetings. As a **State-Sponsored** benefit, employees should be reasonably accommodated if they choose to attend. These visits should not be confused with the **non-state sponsored** cafeteria plan products which should be scheduled separately.

You can contact MoVLIC administrators directly at the Jefferson City Administrative Center at 866-891-4149 or go online at [www.mhgmovlic.org](http://www.mhgmovlic.org).